

Report Date: 21 Feb 2014

**Summary Report for Individual Task
101-F22-0009
Maintain Property Accountability for General/Flag Officers
Status: Approved**

DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

Condition: You are an Enlisted Aide for a General/Flag Officer. You are responsible for maintaining accurate property accountability for the General/Flag Officer. You have access to the General/Flag Officer's equipment, uniforms, personal items and professional items, all applicable references, and a computer. This task should not be trained in MOPP.

Standard: Maintain accurate property accountability of the General/Flag Officer's quarters, equipment, uniforms, personal items, and professional items without error.

Special Condition: None

Safety Level: Low

MOPP: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Develop an inventory plan that covers the quarters, equipment, uniforms, personal items, and professional items.
2. Conduct an inventory of all equipment, property, uniforms, personal items, and professional items.
3. Maintain inventory records of all equipment, property, uniforms, personal items, and professional items.
4. Update SOP/Continuity Book with inventory plan and inventory records.
5. Reconcile all accounts, inventories, and records with the General/ Flag Officer when requested.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier/Service Member a GO if all performance measures are passed. Score the Soldier/Service Member a NO-GO if any performance measure is failed. If the Soldier/Service Member scores a NO-GO, show the individual what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Developed an inventory plan that covers the quarters, equipment, uniforms, personal items, and professional items.			
2. Conduct an inventory of all equipment, property, uniforms, personal items, and professional items.			
3. Maintained inventory records of all equipment, property, uniforms, personal items, and professional items.			
4. Updated SOP/Continuity Book with inventory plan and inventory records.			
5. Reconciled all accounts, inventories, and records with the General/Flag Officer when requested.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 25-50	Preparing and Managing Correspondence	No	No
	AR 420-1	ARMY FACILITIES MANAGEMENT	No	No
	AR 735-5 (Change 001 08/22/2013)	Property Accountability Policies	No	No
	DA PAM 420-1-1	Housing Management	No	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. There are no safety hazards associated with this task.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
Enlisted Aide	Enlisted	MOS: 92G, ASI: Z5, Duty Pos: AJZ